

Payroll Year End 2017 Check List

Print out this checklist and use it to work through the Payroll Year End

STAGE 1 MUST BE COMPLETE PRIOR TO PROCESSING THE FINAL PAY PERIOD FOR ALL THE PAYROLLS, IN ORDER TO ENSURE THE RELEVANT RECALCULATIONS TAKE PLACE

Stage 1: Running the Payroll Year End 2017 Update

Completed

	Company	1	2	3	4	5
Step 1: Important Note for Windows Vista users	Pg 3					
Step 2: Locate where your payroll is installed	Pg 4					
Step 3: Take a Full System Backup	Pg 5					
Step 4: Run the Payroll Year End 2017 Update	Pg 8					

Stage 2: Completing 2017 Processing

	Company	1	2	3	4	5
Step 1: Process the Final Pay Period(s) of 2017	Pg 14					
Step 2: Update Employee Records	Pg 15					
Step 3: Check the Company Details Window	Pg 18					
Step 4: Compare the Control Summary and P30/CC124 Reports	Pg 19					
**Step 5: Generate the Earnings, Tax & PRSI report for each Employee	Pg 22					

Stage 3: Starting the Tax Year 2018

	Company	1	2	3	4	5
Step 1: Creating Tax Year 2018	Pg 24					
Step 2: Opening Tax Year 2018	Pg 26					
Step 3: Setting up a New Payroll Calendar	Pg 28					
**Step 4: Tax Credit Import	Pg 31					

Stage 4: Accounting/Financial Year End

	Company	1	2	3	4	5
*Step 1: Clear Cost Analysis	Pg 36					
*Step 2: Clear Payments	Pg 37					
*Step 3: Clear Deductions	Pg 38					
*Step 4: Roll Forward The Construction Workers Pension (CWPS)	Pg 40					
*Step 5: Roll Forward Holiday and Absence Year	Pg 43					

Stage 5: Statutory Payroll Year End Procedures

	Company	1	2	3	4	5
**Step 1: Print the P35 Plain Report	Pg 45					
**Step 2: Generate the P35 to ROS File	Pg 49					
**Step 3: Upload P35 to ROS	Pg 54					
**Step 4: Print/Email the P60s & PRD60s	Pg 58					
**Step 5: PRD35 Report	Pg 60					
**Step 6: Setting up a Consolidated Company	Pg 62					

* Optional, depending on when your Financial or Deduction Year ends

** Steps marked with an asterisk can be completed at a later stage. But you must produce and submit all returns to the Revenue Commissioners by the submission deadline of Feb 15th 2018 for manual records and 23rd for ROS. If either or both these days fall on a weekend revenue usually allow the next working day.